



Terry Tamminen
Secretary for
Environmental
Protection

State Water Resources Control Board

Division of Administrative Services
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Arnold Schwarzenegger
Governor

LABOR RELATIONS SPECIALIST I

DUTIES: The Labor Relations Specialist serves as the Board's representative on steering committees and state management negotiation teams for collective bargaining for the SWRCB's three major units: Professional Engineers, Professional Scientific, and Engineering and Scientific Technicians. Advises managers and supervisors on the proper handling of grievances and interpretation of MOU provisions. Provides management consultant services to managers and supervisors regarding grievance issues that cross over into performance issues. Acts as lead person working with the personnel analyst in the development of corrective action memorandums and grievance responses. Acts as the Personnel Branch's primary investigator regarding grievances and other personnel related issues. Acts as the Board's Filing Officer/Official and the Ethics Training Coordinator providing guidance and direction to all individuals required to complete Economic Interest Statements and take the associated required Ethics Training course. This position also oversees the Management Performance Appraisal Program, Supervisory Performance Bonus Program and the Superior Accomplishment Award Program as well as the Merit Award Program.

NECESSARY QUALIFICATIONS: Experience in labor relations and grievance handling, good communication and interpersonal skills, ability to work independently on multiple projects.

WHO SHOULD APPLY: State employees currently in the Labor Relations Specialist I classification or other persons having eligibility for appointment to this classification are encouraged to apply. Candidates who have eligibility on other equivalent state lists with appropriate experience in the labor relations field will also be considered. Reemployment and SROA/Surplus provisions will be followed.

Permanent, full time. Final filing date: December 31, 2004. Submit state application, resume and statement of qualifications to Sheryl Brooks, Chief, Personnel Services Branch, 1001 I Street, 18th Floor, Sacramento, CA 95814. For additional information, contact Ms. Brooks at (916) 341-5122 or send an email to sbrooks@waterboards.ca.gov.

California Environmental Protection Agency

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